

BY- LAWS OF THE ARIZONA DIABETES COALITION

The following are the By-laws of the Arizona Diabetes Coalition adopted by formal vote of the Council on September 30th, 2005, and put in effect January 1, 2006

Article I NAME AND OFFICE LOCATION

Sec. 1 **NAME:**
The name of the organization shall be the Arizona Diabetes Coalition.

Sec. 2 **OFFICE LOCATION:**
The address of the Arizona Diabetes Coalition shall be: Diabetes Prevention and Control Program, Arizona Department of Health Services, 150 N. 18th Ave, Suite 310, Phoenix, AZ 85007.

Article II PURPOSE

Sec. 1 **PURPOSE:**
The purpose of the Arizona Diabetes Coalition (hereinafter, "Coalition") is to reduce the burden of diabetes on individuals, families, communities, the health care system, and the State. This shall be done by increasing awareness of diabetes, advocating for and promoting policies and programs that improve access to care, treatment, and outcomes for people with diabetes and those at risk for developing diabetes.

Article III MEMBERSHIP

Sec. 1 **MEMBERSHIP:**
The Coalition shall be open to those with an interest in diabetes and a commitment to the goals and purposes of the Coalition. All members shall reside or work within the geographic boundaries of the state.

Sec. 2 General membership is not limited.

Article IV LEADERSHIP COUNCIL

Sec. 1 GENERAL POWERS:

The activities and affairs of this Coalition shall be conducted and all corporate powers shall be exercised by or under the direction of the Leadership Council.

Sec. 2. DUTIES:

The duties of the Leadership Council shall include but not be limited to:

- a. Promote the collaboration and communication among organizations and individuals active in the field of diabetes prevention and control;
- b. Guide an efficient, statewide, comprehensive approach to diabetes services and information;
- c. Serve in an advisory capacity to the Arizona Department of Health Services Diabetes Prevention and Control Program (DPCP);
- d. Establish annual goals and objectives in collaboration with the Arizona Department of Health Services Strategic Plan and the DPCP and review outcomes;
- e. Recommend and advocate activities to reduce the burden of diabetes in the state.

Sec. 3. NUMBER:

The Leadership Council membership shall consist of no less than 15 members and no more than 21 members.

Sec 4. SELECTION AND COMPOSITION:

- a. Selection of the Council membership: Leadership Council membership is recommended by the Nominating Committee and approved by the Leadership Council.
- b. Council Composition:
 1. The Council Chair, Chair-Elect and Past Chair;
 2. The program manager from the DPCP at the Arizona Department of Health Services;
 3. The chairs of all standing committees;
 4. Community leaders;
 5. The initial Council will be selected by a special Nominating Committee appointed by the Program Manager of the DPCP.

Sec. 5 TERMS OF SERVICE ON COUNCIL:

- a. Leadership Council members will serve staggered terms with appointments for a term of two (2) years.

Sec. 6 VACANCIES:

Vacancies on the Leadership Council by resignation or otherwise shall be filled by appointment of the Executive Committee.

Sec. 7 RESIGNATIONS:

Any member of the Leadership Council deciding to resign shall submit his/her resignation in writing to the Executive Committee with a copy to the Program Manager, DPCP.

Sec. 8 ABSENCE:

In the event of two (2) unexcused absences from two (2) consecutive Leadership Council meetings without prior notification of absence, the member will be asked to submit a letter of resignation.

Sec. 9 REMOVAL OF OFFICERS OR COMMITTEE CHAIRS:

Leadership Council may remove officers or committee chairs by affirmative vote of a majority of the Leadership Council members. Grounds for removal may include, but are not limited to, activities engaged in by the member contrary to the purpose of the coalition.

Sec. 10 TRAVEL REIMBURSEMENT:

Members of the Leadership Council shall receive no compensation for their services, but may be reimbursed for travel-related expenses based on Arizona Department of Health Services non-State employee procedures and per-diem rates. Expenses must be authorized in advance.

**Article V
OFFICERS**

Sec. 1 The Officers of the Leadership Council shall be the Chair, Past-Chair, and Chair-Elect.

Sec 2. ELECTION OF LEADERSHIP COUNCIL MEMBERS AND OFFICERS:

The election of Officers shall be as follows:

- a. The Chair shall appoint a Nominating Committee consisting of three members. The Nominating Committee shall include the immediate Past Chair, who will serve as the Chair of the Committee, along with two other members from the Coalition;
- b. Every year, the Leadership Council shall elect from its members a Chair who will serve first as the Chair-Elect under the current Chair for a one (1) year term, then serve as Chair for a term of one year, and finally, serve as Past-Chair for a term of one (1) year.

Sec. 3

DUTIES OF OFFICERS:

a. Chair responsibilities:

1. Serve as the Chair of the Leadership Council, Executive Committee, and the Arizona Diabetes Coalition;
2. Call and preside over all meetings of the Leadership Council, Executive Committee and Coalition Meetings in collaboration with the DPCP;
3. Act as spokesperson to advance the purpose, goals and positions of the Leadership Council;
4. Facilitating development of the strategic plan.

b. Chair-Elect responsibilities:

1. Serve in the absence of the Chair.
2. Perform other duties requested by the Chair.

c. Past-Chair responsibilities:

1. Act as Chair of the Nominating Committee.
2. Make recommendations for all Committee replacement appointments as needed to the Chair.
3. Perform other duties as requested by the Chair.

d. DPCP responsibilities:

1. Plan and implement all Leadership Council, Executive Committee in collaboration with the Chair, including meeting accommodations, conference calls, agendas and materials and assist with Coalition meetings
2. Take, distribute and file meeting minutes.
3. Handle appropriate Council correspondence as directed by the Chair.
4. Provide travel reimbursement for Leadership Council members when authorized.

Sec. 4

TERMS OF OFFICE:

No officer shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) consecutive terms in the same office without Leadership Council approval.

**Article VI
MEETINGS**

Sec. 1

COALITION:

Quarterly meetings of the Coalition shall take place four (4) times per year.

Sec. 2

LEADERSHIP COUNCIL:

Leadership Council meetings shall take place a minimum of four (4) times per year.

- Sec. 3 SPECIAL MEETINGS:**
Special meetings of the Leadership Council and/or Coalition may be called by the Chair upon direction of the majority of the Executive Committee.
- Sec. 4 QUORUM:**
A quorum for the Leadership Council shall consist of at least fifty percent plus one.
- Sec. 5 VOTING:**
Each eligible voting member of the Leadership Council shall be entitled to one vote at any meeting of the Leadership Council at which such member is present.

Article VII COMMITTEES

- Sec. 1 STANDING COMMITTEES:**
The Standing Committees and the purpose of the standing committees are as follows:
- a. **The Advocacy Committee:** Creates a high level of awareness regarding the epidemic of diabetes and the public and private cost of this devastating disease among public policy makers in Arizona;
 - b. **The Education Committee:** Creates a coordinated community education program for providers, patients and families, and raises awareness regarding diabetes in Arizona;
 - c. **The Surveillance Committee:** Statistically identifies the burden of diabetes in Arizona, and promotes a sustainable system for monitoring diabetes and the care received by individuals with diabetes in Arizona;
- Sec 2. AD HOC COMMITTEES:**
The Council Chair, with the concurrence of the Leadership Council, may appoint or dissolve Committees/Work Groups for special purposes.
- Sec. 3 MEMBERSHIP:**
- a. **The Executive Committee** shall consist of the current Chair, Past-Chair, Chair-Elect and the Program Manager of DPCP and/or designated representative. Active voting members of the Executive Committee are the Chair, Past-Chair and Chair-Elect. In case of a tie on matters requiring a vote, the DPCP Program Manager will vote.

- b. **The Nominating Committee:** Shall be comprised of the Past-Chair and two Coalition members selected by vote of the Leadership Council.
- c. **The Advocacy Committee:** The members of the Advocacy Committee shall elect a committee chair, who will also serve on the Leadership Council. All interested individuals from the Coalition may serve on this committee.
- d. **The Education Committee:** The members of the Education Committee shall elect a committee chair who will also serve on the Leadership Council. All interested individuals from general membership may serve on this committee.
- e. **The Surveillance Committee:** The members of the Surveillance Committee shall elect a committee chair who will also serve on the Leadership Council. All interested individuals from general membership may serve on this committee.

Sec. 4

MEETINGS:

Committees/Workgroups/Action teams shall meet on an as needed basis as determined by the Committee Chair.

**Article VIII
AMENDMENT OF BYLAWS**

Sec. 1

AMENDMENT:

These by-laws can be amended by a two-thirds vote of the Leadership Council, provided the amendment has been submitted in writing to all members of the Leadership Council fifteen (15) days in advance of the next regular or special meeting by mail or email and that a quorum is present.

Leadership Council Chair

Date

Leadership Council Chair-Elect

Date

ATTACHMENT
Proposed Associations and Service Organizations

Arizona Association of Family Practitioners (AAFP)
Academia (UA - College of Med, MEZCOPH; ASU, etc.)
ACP (Am College of Physicians / Internal Med)
American Diabetes Association – Arizona Chapter
Arizona Community Healthy Outreach Workers Network (AzCHOW)
Arizona Department of Health Services (ADHS)
Arizona Dietetic Association
Arizona Health Care Cost Containment Services AHCCCS
Arizona Hospital Association
Arizona Pharmacy Association
Arizona Diabetes Educators (AADE)
Arizona State Nurses Association
Community Health Centers (CHC) representative
Association of Black Nurses
Consumers (2)
County Health Officers Association (ALHOA)
Endocrinology
Health Services Advisory Group (HSAG)
Hispanic community organization
Indian Health Services (IHS) and Native American Divisions of Health
JDRF (Juvenile Diabetes Research Foundation)
Managed care organization (2) through AMCQEP
Nurse Practitioners / PA's
Parish Nurses, School Nurses
T-GEN
Veteran's Affairs Medical Association